Ability to Access both BAMC & WHMC Resident Travelers

RESOURCE ADVISOR

SAUSHEC-GME

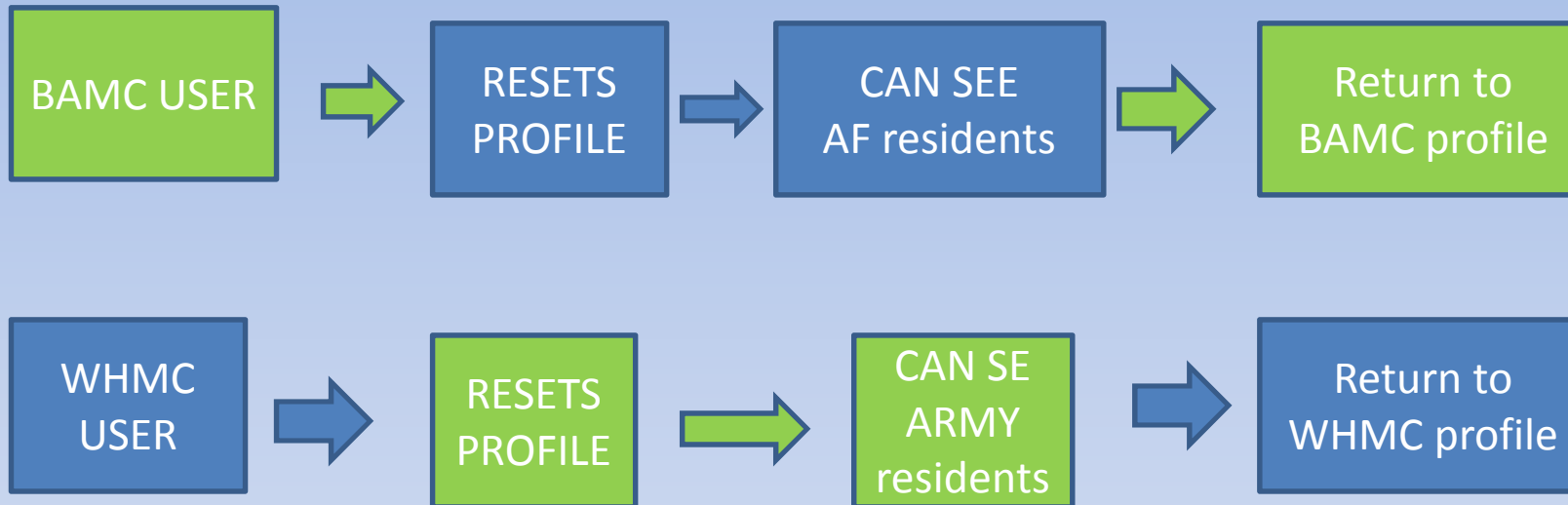# TO MAKE ACCESS HAPPEN, MUST RESET YOUR USER PROFILE!

Overview for Resetting DTS profiles

- Until recently, people assigned to BAMC DTS, could not access (view nor input authorizations) WHMC travelers.

- Until recently, people assigned to WHMC DTS, could not access (view nor input authorizations) BAMC travelers.

- So, DTS personnel have developed a means to make this happen through changing your DTS profile and the following is a step-by-step explanation

PROCESS
CHANGING/RESETTING DTS PROFILES

| BAMC USER | → | RESETS PROFILE | → | CAN SEE AF residents | → | Return to BAMC profile |

| WHMC USER | → | RESETS PROFILE | → | CAN SE ARMY residents | → | Return to WHMC profile |

So, what the next slides will do is go through the process step-by-step, first from standpoint of BAMC profile, then WHMC profile, reset and then return.

STEPS FOR BAMC USERS RESETTING TO WHMC

STEPS for **BAMC** users

- First, we'll go through BAMC users logging on to WHMC profile

- Login normally through your CAC card

- Once logged in, you will select "Reset Profile" button

- Enter your SSN + A, no spaces

- Now just input name of individual you want to input or view

BAMC users, you should see something similar

RESET YOUR PROFILE

Click Reset Profile Button

Reset Profile Box

SELECT THE RESET PROFILE BUTTON

BAMC USER PROFILE

IT SHOULD TAKE YOU COMPLETELY OUT OF DTS, SO NOW GO BACK IN
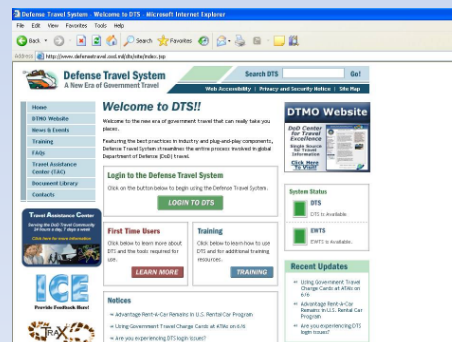
NOW YOU WILL ACTIVATE

YOUR WHMC PROFILE!

You will enter SSN now + letter

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BAMC PEOPLE SSN + "A"

User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 98765431R)**

Enter Social Security Number:

Reenter Social Security Number:

SSN A

SSN A

ENTER SSN + A
TWICE

Submit   Cancel

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

RESET PROFILE UNDER WHMC

STEPS FOR WHMC USERS RESETTING TO BAMC

STEPS for WHMC users

- Now, we'll go through WHMC users logging on to BAMC, then repeat

- Login normally through your CAC card

- Once logged in, you will select "Reset Profile" button

- Enter your SSN + F, no spaces

- Now just input name of individual you want to input or view

WHMC, you should see something similar

WHMC, you should see something similar

RESET YOUR PROFILE

Click Reset Profile Button

Reset Profile Box

SELECT THE RESET PROFILE BUTTON

IT SHOULD TAKE YOU COMPLETELY OUT OF DTS, SO NOW GO BACK IN

WHMC USER

NOW YOU WILL ACTIVATE

YOUR PROFILE!

You will enter SSN now + letter

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WHMC PEOPLE SSN + F

User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 98765432IR)**

Enter Social Security Number:

Reenter Social Security Number:

SSN + F

SSN + F

ENTER SSN F TWICE

[Submit]   [Cancel]

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

If you are authorized originally through BAMC, you should see something similar

Okay, now you're in BAMC profiles and can now see Army residents
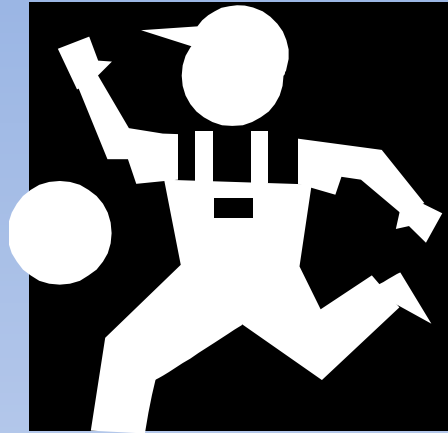
GOING BACK TO THE YOUR ORIGINAL PROFILE!
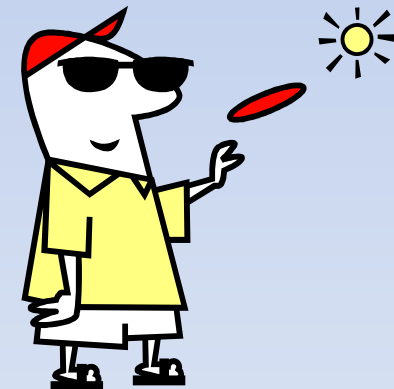
GETTING BACK TO ORIGINAL PROFILE

- Login normally through your CAC card
- Once logged in, you will select "Reset Profile" button
- Enter your SSN **ONLY**
- Make sure you do not put the letter, as this will keep you in current profile

WHMC users, you should see something similar

BAMC users, you should see something similar

You see this as you reset your profile to WHMC

RESET YOUR PROFILE **AGAIN!**

Click Reset Profile Button

Reset Profile Box

SELECT THE RESET PROFILE BUTTON

IT SHOULD TAKE YOU COMPLETELY OUT OF DTS, SO NOW GO BACK IN

NOW YOU WILL ACTIVATE AGAIN

YOUR PROFILE!

You will enter SSN now + letter

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User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 98765432IR)**

Enter Social Security Number:

Reenter Social Security Number:

| SSN |
| SSN |

ENTER SSN only now!

Submit   Cancel

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

Original profile WHMC user

Original profile BAMC user

How do you know if it added has been changed and it matches?

Any additional questions, contact us via email